



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address Public Service Commission Motor Carrier Certification and Enforcement Division, Suite 1215 1001 International Boulevard Hapeville, Georgia 30354	Application Number 80-277	
Application Number		Date Received MAY 12 1980	Date Completed JUN 23 1980
2. Person to Contact Nora Blair		Working Title Accounting Technician	Telephone Number 761-2827
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest FY67		5. Records Series Title (followed by title used in office, if different) BANK STATEMENTS AND CANCELLED CHECKS FILE	
Latest to date			
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Motor Carrier Certification and Enforcement Division is responsible for administering the Georgia laws requiring "for hire" motor carriers to obtain Certificate of Public Convenience and Necessity where intrastate operations are involved; registers and collects prescribed fees for all vehicles operated under such Certificates; files evidence of liability and cargo insurance coverage; identifies vehicles and files tariff naming rates and changes. Also, the Division receives, processes and assigns for public hearing before the Commission, all applications for such Certificates.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: refunding fees, denied certificates or reissued or duplicate stamps. Included are: monthly bank statements and cancelled checks			
File is arranged: chronologically by date statement received.			
8. Monthly Reference Rate How often are records referred to which are: One to six months old <u>by-monthly</u> ; Seven to twelve months old <u>monthly</u> ; Thirteen to twenty-four months old <u>occasionally</u> twenty-five months and older _____?			
9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal size drawers _____; Shelves _____; Other (specify) <u>1 folder yearly</u>			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
X		g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy. to State Department of Audits
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|--------------|-----------------------------------|----------------|
| a. State Law | _____ years. | d. State Audit period | 1 _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | 1 _____ years. |
| c. Federal law | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☒ Fiscal Year; ☐ Other _____ then,

- ☒ Hold in the current files area _____ month(s) _____ 1 _____ year(s); ~~or~~ until State audit is completed, whichever is later; then
- ☐ Transfer to local holding area; hold _____ year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

80-277

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
Lucia A. Ramey	5-5-80	Marie Syfer	5/5/80
State Records Committee (Signature)		Date	
State Auditor/Designee	_____	_____	6-20-80
Secretary of State/Designee	_____	Canell Hart	6-18-80
Attorney General/Designee	_____	_____	6-20-80

Recommendations in paragraph 12 are approved.
(If disapproved, attach letter of explanation.)